Enrolment procedures

Ainslie Preschools

This procedure must be read in conjunction with the ACT Education and Training Directorate’s procedure ‘Enrolment in ACT public schools’.

When contacted by a family the front office will:

- Ask if the family resides in our out of Priority Placement Area (PPA), an explanation of our PPA boundaries can be found on the Ainslie School website
- If Out of Area, families are advised of the ACTDET policy regarding order of offer of place
- Out of Area families will also be advised about the one enrolment at one site only policy, and the potential of missing out on a place at their In Area preschool if they apply out of their PEA
- Advise times office is open to collect enrolment forms and of the supporting documentation that they will need to provide, ie birth certificate, proof of address and immunisation record
- Session days and times explained
- Explain time line – Preschool Information Night, letters of offer first sent, when Out of Area applicants will be contacted etc (refer them to Info flyer)

Successful applicants will:

- be provided with information by letter about collection of Preschool Information Packs and parent interview bookings

Unsuccessful applicants will:

- Be advised by phone that a place for their child could not be offered
- Offer to have their forms forwarded to another school for enrolment consideration